



VENDOR APPLICATION

August 7, 2010

3PM to 8PM

Forest Hills Park

(1639 University Drive, Durham, NC)

FEES

	City Resident	Non-City Resident
Food:	\$125.00 + \$50 = \$175	\$140.00 + \$60.00 = \$200.00
<i>(Price includes a refundable deposit. CR-\$50/NCR-\$60)</i>		
Education/Non-profit:	\$30.00	\$40.00
Artists/Natural Crafts:	\$50.00	\$60.00
Non-food vendors:	\$100.00	\$115.00

****Fees must be paid in full at the time of application submission.****

APPLICATION DEADLINE

NO applications accepted after **July 23, 2010**

INSURANCE REQUIREMENTS

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. The City of Durham requires all food vendors to obtain their own insurance, naming the City of Durham as an additional insured, with combined single limit not less than \$1,000,000 per occurrence. A copy of this insurance **must be included with this application.**

PERMITS

1. All permits for tents larger than 10x10 must be secured by the vendor from the Durham Fire Department (919-560-4233 ext. 234). All food vendors that will be cooking on site must also contact the Fire Department to obtain the proper cooking equipment guidelines. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines (919-560-7800). **THESE REQUIREMENTS HAVE CHANGED.** As of July 1, 2008, the Durham County Health Department will require a \$50.00 fee for all TFE's at events. This fee must be paid directly to the Health Department and a proof of payment provided to DPR. This process must be complete a minimum of two weeks before the event.

2. ALL VENDORS SELLING ANYTHING ON SITE, MUST PRESENT A CURRENT CITY OF DURHAM PRIVILEGE LICENSE PRIOR TO SET-UP. These can be obtained by contacting (919-560-4700). **Vendors without a valid Privilege License will not be allowed to participate and their vendor fee will be forfeited.** You may also download a license application from the City website:
<http://www.durhamnc.gov/departments/finance/applications.cfm>

3. All licenses and permits (if applicable) must be submitted with application.

The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage of works exhibited during the Latino Festival. If insurance is desired, it must be purchased by the artist.

PAYMENTS

- Payment Options: Cash, Money Order, Check, MasterCard, or Visa
- Write Checks or Money Orders to “City of Durham - DPR”

RAIN PROCEDURE

- In the case of light rain, booth and food vendors are responsible for covering their space, unit and/or products.
- If there is inclement weather (i.e. thunderstorms, heavy rain), the festival coordinators will make the decision to cancel the event.
- The City of Durham is not responsible for any loss resulting from adverse weather conditions.

REFUNDS

No deposit and rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by DPR due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization’s address shown on the application.

SET UP

- Food vendors will only sell at their designated location and only the food they registered to sell. Set-up should be complete by 2:00 PM
- The park will be open at 12:00 PM for vendors to start setup; no vendors are allowed to setup before 12:00 PM.
- Vendors and booth attendants should leave their areas clean after teardown, not later than 8:30 PM.
- Vendor space is limited to one table and two chairs. Anything more than this should pay for an additional vendor space in full increments.



VENDOR APPLICATION

Application Deadline - July 23, 2010

Call (919) 560-4355 for more information

Return Application By Mail To:

Attn: Latino Festival
Durham Parks & Recreation
101 City Hall Plaza
Durham, NC 27701

or

Return Application in Person:

Durham Parks & Recreation
400 Cleveland Street
Durham, NC 27701

Please complete the following information completely.

Payment In Full Must Accompany Application.

Name: _____

Business/Organization Name: _____

Category of participant: (*check all that apply*)

☐ Food Vendor

☐ Health & Wellness

☐ Non-profit

☐ City Government

☐ For-Profit Business

☐ Other _____

VENDOR DESCRIPTIONS(S): This section **MUST** be complete!

Food: Y N

Description: _____

Drink: Y N

Description: _____

Non-Food: Y N

Description: _____

Size of Canopy: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: Home: _____ Work: _____ Email: _____

I hereby affirm that I have read and do understand all instructions and guidelines in the Latino Festival Application form and information packet. I agree to comply with all Latino Festival rules/guidelines and my failure to do so will result in my removal from the Festival activities with no REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Latino Festival Event Coordinator.

Signature of Applicant

Date

DPR/Latino Festival Application: **revised 3/2010**

(For Office Use Only)

Date Rec'd: _____ By Mail _____ In Person _____
Approved _____ Denied _____